



NEW YORK
STATE OF
OPPORTUNITY.

**Homes and
Community Renewal**

Access to Home, RESTORE and MMHR Programs 2023 State Funded Housing Rehabilitation Program Summary for New Users

Agenda

Local Program Administration

Summary of Programs

- New York State Homes and Community Renewal
- Access to Home, Access to Home for Medicaid, Access to Home for Heroes
- RESTORE
- Manufactured and Mobile Home Replacement

Application Process

- Preparing to Apply
- Applying Online
- What is Community Development Online (CDOL)?
- Five Steps of an Application
- Award and Program Implementation
- Questions on the Access to Home, RESTORE, and MMHR Programs

Application Deadline: Thursday, August 31, 2023 @ 4:00 pm



How Does Funding Work?



**Homes and
Community Renewal**



**Municipality
or
Not-for-profit Organization
as Local Program Administrator (LPA)**



**Property
Owner**



**Property
Owner**



**Property
Owner**

Summary of Programs

New York State Homes and Community Renewal

New York State Homes and Community Renewal (HCR) is the State's affordable housing agency with a mission to build, preserve, and protect affordable housing and increase homeownership throughout New York State.

The Office of Community Renewal (OCR) operates within NYS HCR and includes state and federally funded housing and community development funding opportunities.

This presentation will cover the current state funded housing rehabilitation programs. Access to Home provides funding for accessibility modifications for disabled New Yorkers. RESTORE provides funding for emergency repairs for elderly homeowners. Mobile and Manufactured Home Replacement provides funding for the replacement dilapidated manufactured homes.

These grants DO NOT require leveraged or match funding, but applicants might need to seek other resources to complete projects.



New York State Homes and Community Renewal

Program	Estimated Funding Available
Access to Home Program	\$3,000,000
Access to Home for Heroes Program	\$5,000,000
Access to Home for Medicaid Members Program	\$1,500,000
Mobile & Manufactured Home Replacement Program	\$4,000,000
RESTORE Program	\$7,000,000

Access to Home Program Overview

Access to Home is a State funded program that provides grants to make accessibility modifications to existing dwelling units occupied by low-income persons with disabilities.

Eligible Applicants

Municipalities and not-for-profits that demonstrate experience in adapting homes for persons with disabilities. All areas of New York State are eligible.

General Eligible Activities

Adapting homes for persons with physical disabilities and seniors with age-related disabilities with accessibility modifications ONLY (except for Heroes).

Participants

Disabled individuals of all ages for primary residence at or below 80% AMI (veterans 120% if disability is service related). Access Heroes serves disabled veterans at or below 120% of AMI.

How to Apply

Annual competitive round Community Development Online (CDOL)



Access to Home Programs

- **Access to Home** was created in 2005 in order to provide resources and Technical Assistance (TA) to assist renters and property owners to make dwelling units accessible for low- and moderate-income persons with disabilities. Article 25 of the NYS Private Housing Finance Law formally establishes the Access to Home Program in statute.
- **Access to Home for Medicaid Members** was created in 2014 in partnership with New York State Department of Health (DOH). The program has the same mission as Access to Home, as well as a secondary goal of lowering health care costs over the long term. Implementation of this program is consistent with Article 25 of PHFL.
- **Access to Home For Heroes**, formerly known as Access to Home for Veterans, was created in 2015 to specifically meet accessibility needs of low-moderate income veterans living with a disability. Implementation of this program is consistent with Article 30 of PHFL.

Access to Home Program

Eligible Activities

The Access to Home Program provides financial assistance to make residential units accessible for low- and moderate-income persons with disabilities. One of the primary objectives of the Access to Home Program is adapting homes to meet the needs of those with disabilities in order to transition individuals from, or prevent movement to, institutional care.

- Adaptations are guided by recommendations of local accessibility experts and may not exceed \$25,000 per unit in total including project delivery.
- Permitted updates and renovations include:
 - Wheelchair ramps, lifts;
 - Widening of doorways;
 - Changes to bathrooms to allow wheelchair access;
 - Lowered, easy-to-reach kitchen adaptations;
 - First floor bedroom/bathroom relocation;
 - Trauma informed design, and
 - Many more...

Access to Home Program

Roles and Responsibilities

- Administrators of grant funds are called Local Program Administrators, or LPAs. LPAs are responsible for finding participants, vetting for eligibility of both the unit and participant, providing technical assistance including inspections, building work scope, providing vetted contractors, inspecting work, and paying contractor, among other administrative tasks.
- Grant funds are paid on a cost incurred basis. Disbursement is conducted through payment request process.
- All three Access to Home grants provide for up to 10% of the total award in project soft costs (project delivery) and up to 7.5% of the total award for grant administration activities (marketing, outreach, reporting, disbursement preparation, etc.)
- NYS HCR OCR provides grant administration oversight and technical assistance.

RESTORE Program Overview

RESTORE Residential Emergency Services to Offer (Home) Repairs to the Elderly
State funded program that provides grants to municipalities and not-for-profits to make emergency repairs in homes owned by low-income elderly persons.

Eligible Applicants

Municipalities and community based not-for-profit corporations. All areas of New York State are Eligible

General Eligible Activities

Complete emergency repairs within 60 business days of start of construction

Participants

Homeowners 60 and older for primary residence at or below 100% AMI

How to Apply

Annual competitive round Community Development Online (CDOL)



RESTORE Program

Eligible Activities

The Residential Emergency Services to Offer (Home) Repairs to the Elderly (RESTORE) Program provides funds for emergency repairs to eliminate hazardous conditions in homes owned and occupied by low- and moderate-income elderly homeowners who cannot afford to make the repairs in a timely fashion.

- Program costs may not exceed \$20,000 per building inclusive of project delivery.
- LPAs are responsible for determining emergency repairs, but common examples include repairs to roofs, repairs or replacement of HVAC systems, repair of broken stairs (internal or external).

RESTORE Program Summary

Roles and responsibilities

- Administrators of the funds are called Local Program Administrators, or LPAs. LPAs are responsible for finding participants, vetting for eligibility of both the unit and participant, providing technical assistance for inspections, building work scope, providing vetted contractors, inspecting work, and paying contractor, among other administrative tasks.
- Disbursement through reimbursement of incurred costs through payment request process.
- RESTORE grants provide for up to 10% of the total award in project soft costs (project delivery) and up to 10% of the total award for grant administration activities (marketing, outreach, reporting, disbursement preparation, ex)
- NYS HCR OCR provides grant administration oversight and technical assistance.

Mobile & Manufactured Home Replacement Overview

The New York State funded Mobile and Manufactured Home Replacement (MMHR) program designed to assist low- and moderate-income homeowners to replace dilapidated mobile or manufactured homes that are sited on land owned by the homeowner with a new manufactured, modular or site-built home.

Eligible Applicants

Municipalities and community based not-for-profit corporations. All areas of the State are Eligible

General Eligible Activities

Replace dilapidated manufactured housing

Participants

Homeowners of mobile or manufactured housing sited on owned land
primary residence 80% AMI or below

How to Apply

Annual competitive round Community Development Online (CDOL)



Mobile & Manufactured Home Replacement

Eligible Activities

Costs related to the replacement of dilapidated mobile or manufactured homes sited on property owned by the homeowner will be eligible for grant reimbursement. These costs include, but are not limited to:

- Demolition, removal, disposal of the dilapidated units;
- Purchase and site prep for new unit;
- Construction of stick-built home;
- Temporary relocation assistance;
- Permitting, environmental review and testing.

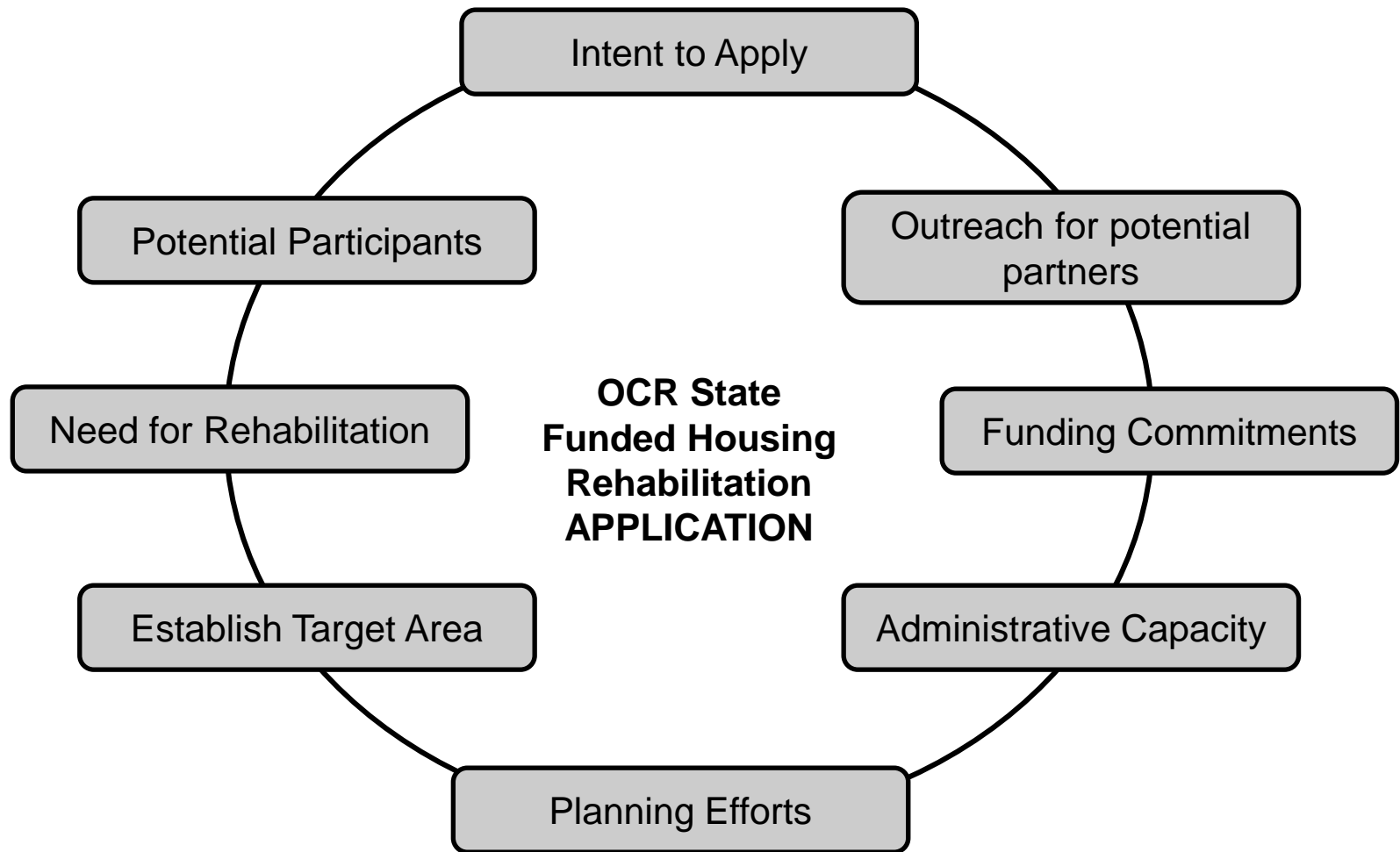
Mobile & Manufactured Home Replacement

Roles and Responsibilities

- Administrators of the funds are called Local Program Administrators, or LPAs. LPAs are responsible for finding participants, vetting for eligibility of both the unit and participant, providing technical assistance for inspections, building work scope, providing vetted contractors, inspecting work, and paying contractor, among other administrative tasks.
- Disbursement is reimbursement only through payment request process. Applicants can describe down payment cost reimbursement within application.
- MMHR grants provide for up to 10% of the total award in project soft costs (project delivery) and up to 7.5% of the total award for grant administration activities (marketing, outreach, reporting, disbursement preparation, ex)
- NYS HCR OCR provides grant administration oversight and technical assistance.

Application Process

How do I prepare to apply?



Preparing to Apply for Access & RESTORE

Resources

- Mobile and Manufactured Home Replacement Program
<https://hcr.ny.gov/mobile-manufactured-home-replacement-program-mmhr>
- Access to Home Program
<https://hcr.ny.gov/access-home>
- Access to Home for Medicaid Program
<https://hcr.ny.gov/access-home-medicaid-recipients/>
- Access to Home for Heroes/Veterans
<https://hcr.ny.gov/access-home-heroesveterans>
- RESTORE Program
<https://hcr.ny.gov/restore-program>
- Community Development Online
<https://apps.hcr.ny.gov/SingleSignon>



Applying Online

What is Community Development Online?

- Community Development Online (CDOL) is HCR's online application system for Local Program Administrator (LPA) and Capital Project Programs.
- Applicants must respond to questions in each exhibit, certify the application, upload attachments and submit to complete the application.
- Instructions for registering an applicant, designating and security manager, identifying and registering electronic signatory, and all other CDOL subjects are covered in detail in the application instructions available online here: <https://hcr.ny.gov/ocr-state-housing-resource-funding-opportunities>

Applying Online

Getting Started with Community Development Online (CDOL)

- Applicants must be registered in HCR's Statewide Housing Activity Report System (SHARS).
- Applicants must designate a Security Manager for the organization.
- If the organization IS registered under SHARS but has NOT previously used CDOL you may submit a Security Manager Registration form found at:
<https://hcr.ny.gov/system/files/documents/2018/11/cdol-securitymanager.pdf>.
- If the organization has NOT previously applied for funding, you must submit an Application Registration Form found at:
<https://hcr.ny.gov/system/files/documents/2018/11/cdol-applicant-registration.pdf>.
- Forms must be emailed to OCRInfo@hcr.ny.gov

Applying Online

Applicant Registrant Form

New York State Homes and Community Renewal SHARS-CDOL Applicant Registration Form

A. General Applicant Information:

Legal Name of Organization/Municipality	
Federal Identification #	
DOS Charitable Organization #	
Fiscal Year End Date (MM/DD)	
Acronyms and/or Aliases	

B. Type of Applicant - Check ALL that apply

- | | |
|---|---|
| <input type="checkbox"/> 01-Individual | <input type="checkbox"/> 16-Charitable Organization |
| <input type="checkbox"/> 02-Neighborhood Preservation Company | <input type="checkbox"/> 17-Financial Institution |
| <input type="checkbox"/> 03-Rural Preservation Company | <input type="checkbox"/> 18-Mobile Home Resident Association |
| <input type="checkbox"/> 04-Local Program Administrator | <input type="checkbox"/> 19-Mobile Home Park Cooperation |
| <input type="checkbox"/> 05-Public Housing Authority | <input type="checkbox"/> 20-Native American Tribal Organization |
| <input type="checkbox"/> 06-Housing Development Fund Co. | <input type="checkbox"/> 21-Partnership (Not Limited) |



Applying Online

CDOL Security Manager Designation Form

New York State Homes & Community Renewal CDOL - Security Manager Designation Form

Municipality/Organization Name:	
Mailing Address:	
Phone Number:	
Federal ID #:	

Security Manager Designation for Web-based Applications.

To submit an application for funding to the Office of Community Renewal (OCR) using the Community Development Online (CDOL) Application System, applicants must designate a Security Manager to authorize and monitor access to the System. Applicants may also designate a second Security Manager if you wish. The Security Manager's responsibilities include:

1. designating on-line those employees (System Users) who will be allowed access to the CDOL;
2. ensuring that each System User is assigned the appropriate permissions within the CDOL;
3. notifying System Users of their User IDs and initial passwords,
4. keeping the System User's information current;
5. resetting System User's passwords as necessary; and
6. inactivating System Users as necessary.



Community Development Online (CDOL)

Login to CDOL

Existing users:

- Retrieve forgotten User ID or password using the links on the Login page of CDOL: <https://apps.hcr.ny.gov/SingleSignon/>

User ID: *

Password: *

☐ Change password after login



[Forgot your User ID?](#)
[Forgot your password?](#)
[Need help logging in?](#)

If these options do not work, contact OCRinfo@hcr.ny.gov
or diane.mcclure@hcr.ny.gov



**Homes and
Community Renewal**

Community Development Online (CDOL)

Start a New Application

- Enter a name for the new application next to: Start a New Application.
- Select the Program that you intend to apply for in the Application Type drop-down menu.
- Applicants can access prior applications submitted on this menu.

Organization

Name

Hornell Partners for Growth

Options

view | edit

Applications

Organization Name:

Hornell Partners for Growth

Start a New Application: *

Application Type: *

Capital Project

RESTORE

Access to Home

HOME LPA

RESTORE

Access To Home

NY Main Street

Sustainable Neighborhoods

Existing Applications	Application Status	SHARS ID	Options
Test	terminated		view attachments
NEWTESTCRL	terminated		view attachments
PW Test 2011 2	terminated	20103079	view attachments

Community Development Online (CDOL)

How to Navigate CDOL

The **Exhibit List** is the application's Table of Contents:

Community Development Online

New York State Division of Housing and Community Renewal

[User Administration](#)[Help](#)[Print](#)[Application Instructions](#)[EXIT](#) | [Menu](#) > [Exhibit List](#)

Exhibit Quick Links:

RESTORE - TABLE OF CONTENTS

CRL Test 2013



WARNING: APPLICATIONS, IN THEIR ENTIRETY, MAY BE MADE AVAILABLE FOR PUBLIC REVIEW ON THE DHCR WEBSITE. APPLICATIONS SHOULD NOT INCLUDE PERSONAL OR PROPRIETARY INFORMATION.

Exhibit List

Exhibit 1 - Application Summary

[view](#)

1A. Funds Requested

[view](#) | [edit](#)

1B. Applicant Information

[view](#) | [edit](#)

1C. Program Detail Information

1. Counties/Municipalities

[view](#) | [edit](#)

2. Regional Council

[view](#) | [edit](#)

1D. Political Districts

[view](#) | [edit](#)

1E. Units Assisted

[view](#) | [edit](#)

Exhibit 2 - Proposal Summary

[view](#)

2A. Program Activities and Scope

[view](#) | [edit](#)

Five Steps of an Application

Access to Home, RESTORE & MMHR Programs

The submission of an Access to Home, RESTORE, and MMHR application via CDOL requires 5 steps:

- Step 1 – Completing multi-question online application exhibits.
- Step 2 – Validating online application exhibits.
- Step 3 – Certifying and submitting application exhibits.
- Step 4 – Uploading and submitting or omitting attachments.
- Step 5 – Certifying and submitting attachments.

Awards and Program Implementation

What do I need to know if I am awarded funds?

- No work may begin until award recipient has received an executed contract.
- Administrative funds are available. Up to **7.5 percent** of funding award for RESTORE, all three Access to Home, and the MMHR Programs
- Project Delivery fees of up to **10 percent** of total project costs are available for both Access to Home and RESTORE. Up to **10 percent** of total project costs are available for MMHR.
- Environmental Review required for Access to Home & RESTORE:
 - Environmental Compliance Checklist must be submitted and approved by HCR Environmental Analysis Unit (EAU).
 - Upon review, EAU issues clearance letter to award recipient.
- Environmental Review required for MMHR:
 - Programmatic Environmental Compliance Checklist must be submitted and approved by HCR Environmental Analysis Unit (EAU).
 - Upon review, EAU issues clearance letter to award recipient.
 - LPA must submit subsequent site-specific checklists.



Questions?

Website with Funding Round Resources: <https://hcr.ny.gov/ocr-state-housing-resource-funding-opportunities>

New users intending to apply should also participant in the application workshop to be held on July 26, 2023, at 10 AM. Please register here:
<https://meetny.webex.com/weblink/register/r9510640ac35776c58370f2e052628fe7>

Applicants with further questions after the application workshop should email Diane.McClure@hcr.ny.gov